

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the fire department. Work of this class is primarily administrative in nature and involves the planning, directing, and coordinating of all activities of the fire department. The Fire Chief is responsible for managing fire suppression, training, fire prevention and arson investigation, and all related activities of the fire department, as well as for supervising the activities of all personnel employed by the fire department. The Fire Chief is subject to call at all times and may take command and direct operations at a fire or other emergency. The Fire Chief reports to and has work reviewed by the Mayor as appointing authority for the city.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the total operation of the fire department as chief officer. Sets management policies, goals, and objectives for the department. Oversees research and planning for all programs and activities of the department. Determines how the department should be organized, including number of operating units and distribution of such units. Conducts inspections of department operations, evaluates their effectiveness, and takes action to correct or improve problem areas.

Revises departmental operations when needed to help the city improve ISO ratings. Works with boards and agencies whose rules and operations affect the work of the fire department. Reviews legislation to determine if changes in department policies and procedures are needed. Writes reports needed to document department activity.

Investigates all accidents involving department equipment or personnel, determines the cause, and effects changes in procedures to avoid future accidents. Interviews prospective employees and makes recommendations for hiring. Oversees the personnel functions of the department, including seeing that discipline is maintained, counseling employees who are experiencing work problems, meeting and working with employee groups, and delegating authority to subordinates for the more effective operation of the department.

Prepares and submits an operating budget for the department. Manages the accounting for all money and assets of the department.

Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget.

Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed.

Takes command at the scene of a fire or other emergency and directs operations. Performs size-up of the scene and supervises subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, pump operations, use of water supplies, salvage and overhaul, and emergency medical operations. Takes charge of all safety procedures at the emergency scene. Handles emergencies involving hazardous materials. Maintains communications between the emergency scene and other authorized personnel. Investigates the causes, origins, and circumstances of all fires occurring within the jurisdiction, especially those suspected to be the result of arson.

Supervises the care and maintenance of departmental equipment, vehicles, and property. Arranges for repairs and maintenance when required. Writes specifications for new department equipment, prepares these for public bid, and oversees the bidding process. Meets with sales representatives to review products. Makes recommendations on major purchases for the department.

Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of employment, but before beginning work in this class, must pass a medical examination required by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a bachelor's degree in business administration, public administration, or a related curriculum and at least eight (8) years of progressively responsible experience in fire service positions, at least two (2) years of which must have been in positions which include administrative or supervisory

responsibilities **OR** must have a bachelor's degree or an associate degree in fire science, fire administration, or a related fire management curriculum and at least eight (8) years of progressively responsible experience in fire service positions, and at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

OR

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate and at least ten (10) years of progressively responsible experience in fire service positions, at least four (4) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

MC	11-13-62
REV	06-06-91
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	10-28-99
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